

FORMS NEEDED FOR TEMPORARY STATE PISTOL PERMIT APPLICATION – Newtown Police Department

1. **Permit Application:** DPS-799-C application form (Rev. 03/03/2021) filled out **completely** and **notarized**. Your completed application **must be received within 45 days after being notarized** or it will not be accepted. Questions not answered will cause a delay in processing. Include your telephone number on the form.
2. **Identification:**
 1. Original or certified copy of Birth Certificate, or a current passport.
 2. A Connecticut Driver's license with a Newtown address. If your license doesn't have a Newtown address, proof of residency must be provided such as a utility bill (tax bills will not be accepted)
3. **Firearms Safety & Use Course:** Original certificate from a CT approved instructor, dated after 5/15/16.
4. **Military Service:** Copy of Military Discharge Papers, DD214 or DD256 if applicable.
5. **Payment:** **Three separate (3) Checks or Money Orders made out prior to arrival:**
 - \$13.25 payable to Treasurer State of CT: this is for your FBI Criminal History Background Check
 - \$75.00 payable to Treasurer State of CT: this is for your CT Criminal History Background Check
 - \$70.00 payable to Town of Newtown: this is for the processing of your permit application
6. **Fingerprints:**
 - ✓ Fingerprinting services will be held in the lobby of the Newtown Police Department, 191 South Main St. on The second and fourth Thursday of each month, from 3:00 p.m. to 6:00 p.m., and be provided by Biometric Identification Services.
 - ✓ There are no appointments needed, walk-ins only.
 - ✓ **The cost for Fingerprinting is \$25.00.** Credit cards and personal checks are NOT accepted for fingerprinting services. Fingerprinting is payable by cash, money order, bank check or business check. (Checks made payable to B.I.S.)
 - ✓ You must bring at least one form of government-issued identification
 - ✓ Notary Public Services will also be available during the fingerprinting session if desired
 - ✓ Face coverings and social distancing rules apply to the fingerprinting service
 - ✓ If your fingerprints are taken by the State Police they will be accepted.

*** Turning in your paperwork:** Within 3 days of being fingerprinted you must bring the aforementioned documents (1 thru 6) to the Newtown Police Department Records Division. You must hand these documents in Monday – Friday between the hours of 8:30 a.m. – 12:30 p.m. and 2:00 p.m. – 3:00 p.m. Records will check over the paperwork to ensure proper completion and will make necessary copies. Please be advised that Records will be closed during Town Holidays.

If you have any questions regarding the pistol permit process, you may contact the Records Division at (203)270-4254 or email: police.records@newtown-ct.gov. Records is available Monday – Friday, 9:00 a.m. – 4:00 p.m. FOR QUESTIONS.

If you have any questions related to fingerprinting services, you may contact Biometric Identification Services at (860) 563-6300. Follow this link for more information on B.I.S. <http://www.bioidentserv.com/web/>

The guidelines for obtaining both a local and state pistol permit are contained in [C.G.S., sec. 29-28, 29-28a](#), and [28-29](#).

Applicants must be at least 21 years old and be a legal resident of the United States. **Persons convicted of a felony or any one of 11 misdemeanor offenses detailed in the statute are ineligible to receive a permit.** Persons convicted as a delinquent for the commission of a serious juvenile offense (as defined in [section 46b-120](#)); persons discharged from custody within the preceding twenty years after having been found not guilty of a crime by reason of mental disease or defect (pursuant to [section 53a-13](#)); persons confined in a hospital for persons with psychiatric disabilities, has been voluntarily admitted on or after October 1, 2013, to a hospital for persons with psychiatric disabilities (as defined in [section 17a-495](#)), within the preceding 12 months by order of a probate court; persons subject to a restraining or protective order issued by a court in a case involving the use, attempted use or threatened use of physical force against another person; persons subject to a firearms seizure order issued pursuant to [C.G.S. 29-38c](#) after notice and hearing; and any person who is an alien illegally or unlawfully in the United States, are prohibited from obtaining a pistol permit.

The cost for obtaining a pistol permit is \$70.00. The permit is good for a period of five years. The application paperwork may be obtained from a local police department, city or town hall or first selectman's office in the case of a local permit, or Permitting offices in the case of a state pistol permit.

You are **required** to complete a handgun safety course, which must consist of no less than the NRA's "Basic Pistol Course," prior to submitting the application. The NRA's **"Home Firearms Safety Course"** and **"First Steps Pistol Orientation Program"** are **not approved courses**.

Live fire is also required. Computer-generated programs, dry-fire, other simulated shooting tools, plastic bullets, air guns or any other alternatives are not acceptable. Students must fire a semi-automatic pistol or revolver. Any questions should be referred to the Special Licensing and Firearms Unit.

You will also be required to submit to a background investigation, criminal history check and submit fingerprints and photographs in connection with your application. The licensing statute also contains a "suitability clause" which provides that the issuing authority may deny such application, if it determines that the applicant is not a suitable person to possess or carry a pistol or revolver. The suitability clause applies both to the issuance of new permits and revocation of existing permits. Applicants must provide proof you are legally and lawfully in the United States, such as a birth certificate, or U.S. Passport. Legal Alien Residents must provide Alien Registration numbers and 90-day proof of residency. Naturalized citizens require proof of citizenship.

The issuing authority has 8 weeks to review your application and approve or deny. A denial may be appealed to the **Board of Firearm Permit Examiners** as provide in [C.G.S. Section 29-32](#).